

Overview & Highlights

Important Notes to keep in mind:

- Review and note all “**Important Events**” dates/time
 - Events dates & times
 - Intent to Bid due date and time
 - Questions due date and time
 - Opportunity Close date and time
- Review “**Project Description**” and any posted “**Public Notices**”
- Review, download and fill out all “**Supporting Documentation**” and “**Requested Information**” well in advance.
- We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission

Quick Resources

Video Walkthrough

Detailed training: Check out our full training video on the [Vendor Submission](#) process.

Quick Video: Check out our high-level overview video, which contains a walkthrough of the [Vendor Registration and Submission](#) process

Bonfire Resources/Articles:

- [Creating and Uploading a Submission \(for Vendors\)](#)
- [Can I revise my submission?](#)

Vendor Submission Process

Accessing the Opportunity

Getting to the right location

❑ Log into the portal.

(If you do not have an account please reference our [Vendor Registration](#) article).

The screenshot shows the 'Procurement Portal' login page. At the top right, there is a 'Log in / Register' link with a red arrow pointing to it. Below this, there is a 'Log in' button and a 'Log in with your Bonfire Account' section. The email and password input fields are highlighted with red arrows. There are also links for 'New Vendor Registration' and 'Need Help?'. The footer includes 'Technical Support', 'Portal Security', 'Terms of Service', and 'Privacy Policy'.

❑ Search and find your opportunity (under the “Open Public Opportunities” or “My Opportunities” [for invited projects] tabs.)

❑ If you are looking to continue with an Opportunity you had previously started - [Resuming my Submission.](#)

The screenshot shows the 'Procurement Portal' with a list of opportunities. The 'Open Public Opportunities' tab is selected. The table has columns for Status, Ref. #, Project, Department, Close Date, Days Left, and Action. The 'RFP3948 - Paper Products' opportunity is highlighted, and a red arrow points to the 'View Opportunity' button in the Action column.

Status	Ref. #	Project	Department	Close Date	Days Left	Action
OPEN	IFB-14136	Bulk Fluids	Purchasing	Jun 26th 2020, 3:00 PM EDT	18	View Opportunity
OPEN	MX06	ERP Software Solution	Purchasing	Jun 26th 2020, 7:00 PM EDT	19	View Opportunity
OPEN	MX05	Recruitment Services	Purchasing	Jul 6th 2020, 7:00 PM EDT	20	View Opportunity
OPEN	RFP3948	Paper Products	Purchasing	Jul 6th 2020, 12:00 PM EDT	28	View Opportunity

Navigating the Opportunity

Project Details & Important Events

❑ Note key project dates and details under the “Project Details” section.

The screenshot shows the 'RFP3948 - Paper Products' project details page. It includes a 'Project Details' section with fields for Project, Ref. #, Department, Type, Status, Open Date, Questions Due Date, Close Date, and Days Left. There is also a calendar for June 2020 showing the status of the opportunity for each day. The 'Open Date' is Jun 8th 2020, 12:00 PM EDT. The 'Questions Due Date' is Jul 6th 2020, 12:00 PM EDT. The 'Close Date' is Jul 6th 2020, 12:00 PM EDT. The 'Days Left' is 28.

Project Details

Project: Paper Products

Ref. #: RFP3948

Department: Purchasing

Type: RFP

Status: OPEN

Open Date: Jun 8th 2020, 12:00 PM EDT

Questions Due Date: Jul 6th 2020, 12:00 PM EDT

Close Date: Jul 6th 2020, 12:00 PM EDT

Days Left: 28

Project Description:
CloudDemo is soliciting bids for a variety of paper products. Please refer to the attached RFP documentation for the full scope of work.

June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

- ❑ Check the **“Important Events”** section for additional events and deadlines.

Important Events:

Status	Event Name	Location	Description	Dates	Mandatory
ONGOING	Open Date	Online Portal	Posting date for the Opportunity	Jun 8th 2020, 12:00 PM EDT	N/A
UPCOMING	Intent to Bid Due Date	Online Portal	Deadline to indicate your intent to Bid	Jun 19th 2020, 12:00 PM EDT	N/A
UPCOMING	Close Date	Online Portal	Deadline for Submissions	Jul 6th 2020, 12:00 PM EDT	N/A
UPCOMING	Questions Due Date	Online Portal	Deadline to submit Questions	Jul 6th 2020, 12:00 PM EDT	N/A

Supporting Documentation

- ❑ **Download** and **Review** all documents provided by the purchasing organization under the **“Supporting Documentation”** section.

Supporting Documentation:

File	Type	Description	Date Created	Actions
Appendix A.pdf	Documentation		Jun 8th 2020, 4:22 PM EDT	Download
Appendix B.pdf	Documentation		Jun 8th 2020, 4:44 PM EDT	Download
Appendix C.pdf	Documentation		Jun 8th 2020, 4:22 PM EDT	Download
RFP3948 - Official RFP.pdf	Documentation		Jun 8th 2020, 4:21 PM EDT	Download

Requested Information

- ❑ Note the details of what is required as part of your submission under the **“Requested Information”** section.
- ❑ If the project requires a BidTable or Questionnaire, you can **download** the template in this section.

Requested Information:
Listed below are the documents and information needed to complete your submission:

Name	Type	# Files	Requirement	Instructions	Actions
Proposal	File Type: PDF (.pdf)	Multiple	REQUIRED		
Appendix A	File Type: PDF (.pdf)	Multiple	REQUIRED		
Appendix B	File Type: PDF (.pdf)	Multiple	REQUIRED		
Appendix C	File Type: PDF (.pdf)	Multiple	REQUIRED		
Paper Products Pricing Sheet (BT-02HR)	BidTable: Excel (.xlsx)	1	REQUIRED	You will need to fill out the provided Response Template for this BidTable.	Download
Do you have a WBE certification?	Data Type: Yes/No	N/A	REQUIRED		

Messages

- ❑ Check the **“Public Notices”** tab for any new information about the project (ex. addenda).
- ❑ If **“Opportunity Q&A”** is open (check Questions Due Date from Project details section), you can directly send the Project Owner any project related question you may have under that tab.

Messages

Public Notices (2) Opportunity Q&A (0)

Search

Create a new Public Notice

Addenda #2
Kevin Malone

Kevin Malone
Addenda #2
Please review the attached Addenda #2. 5:39 PM

Kevin Malone
Addenda #1
Please review the attached addenda. 5:37 PM

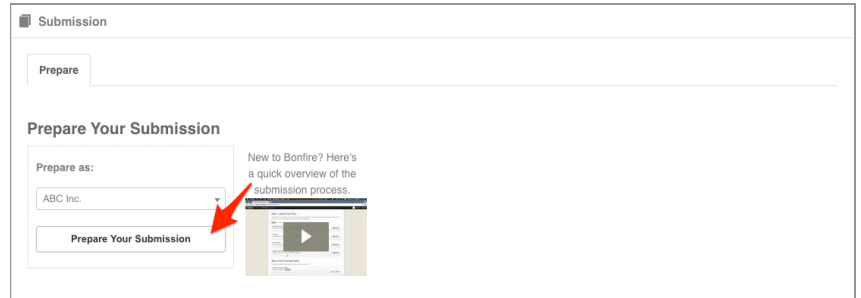
Kevin Malone
Please review the attached Addenda #2. Jun 8th 2020, 5:39 PM EDT

Attachments
Addenda 2.pdf

Uploading Your Submission

Prepare Your Submission

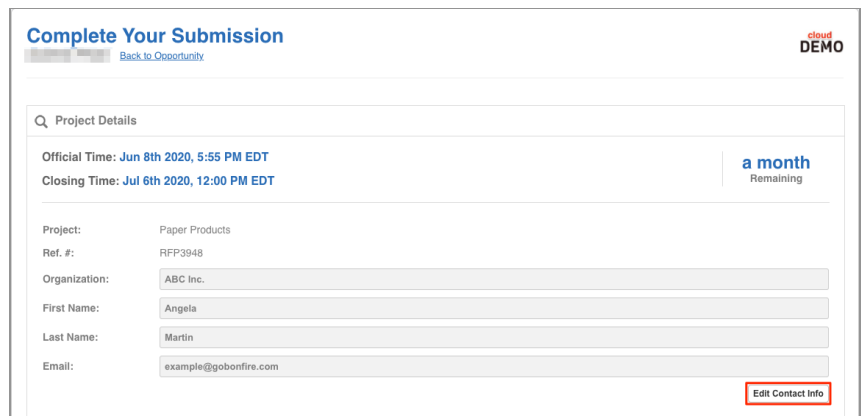
- ❑ Navigate to the bottom of the page to the “**Submissions**” section to “**Prepare your Submission.**”
- ❑ You may be required to submit your [Intent to Bid](#) prior to preparing your submission.



The screenshot shows the 'Submission' page with a 'Prepare' tab selected. Below the tab is the 'Prepare Your Submission' section. It includes a 'Prepare as:' dropdown menu with 'ABC Inc.' selected, a 'Prepare Your Submission' button, and a video player with a play button. A red arrow points to the 'Prepare Your Submission' button.

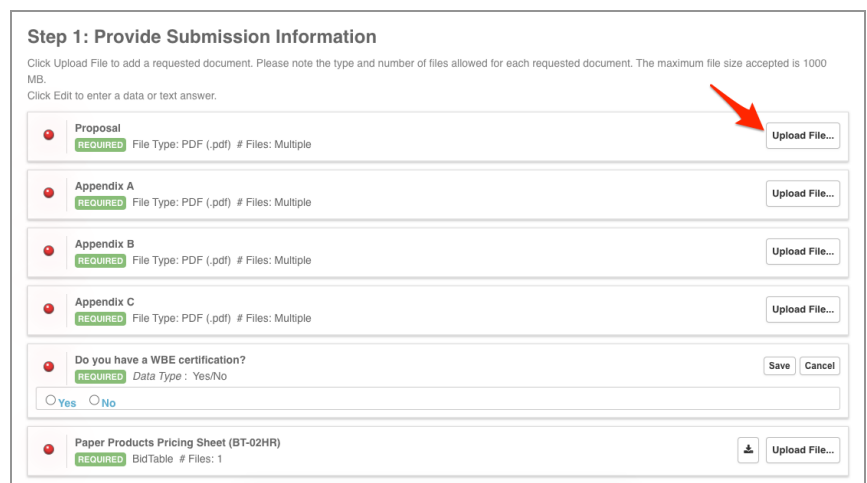
Provide Submission Information and Upload Files

- ❑ Note key project details and Project Description under the “**Project Details**” section.



The screenshot shows the 'Complete Your Submission' page. It includes a 'Project Details' section with the following information: Official Time: Jun 8th 2020, 5:55 PM EDT; Closing Time: Jul 6th 2020, 12:00 PM EDT; Project: Paper Products; Ref. #: RFP3948; Organization: ABC Inc.; First Name: Angela; Last Name: Martin; Email: example@gobonfire.com. A red box highlights the 'Edit Contact Info' button.

- ❑ Upload your files by clicking “**Upload File**” and enter in all Requested Data and click “**Save.**”



The screenshot shows the 'Step 1: Provide Submission Information' page. It includes instructions for uploading files and a list of required documents: Proposal, Appendix A, Appendix B, Appendix C, Do you have a WBE certification?, and Paper Products Pricing Sheet (BT-02HR). A red arrow points to the 'Upload File...' button next to the Proposal document.

Submission Check

- ❑ Do a final check that you have all of your information filled out and files uploaded (green validation circles).

Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.
Click Edit to enter a data or text answer.

Proposal REQUIRED File Type: PDF (.pdf) # Files: Multiple	Upload File...
✓ Test_Document_-_Assignment.pdf	⬇ ⬆
Appendix A REQUIRED File Type: PDF (.pdf) # Files: Multiple	Upload File...
✓ Test_Document_-_Assignment.pdf	⬇ ⬆
Appendix B REQUIRED File Type: PDF (.pdf) # Files: Multiple	Upload File...
✓ Test_Document_-_Assignment.pdf	⬇ ⬆
Appendix C REQUIRED File Type: PDF (.pdf) # Files: Multiple	Upload File...
✓ Test_Document_-_Assignment.pdf	⬇ ⬆
Do you have a WBE certification? REQUIRED Data Type: Yes/No	Edit Delete
✓ Yes	
Paper Products Pricing Sheet (BT-02HR) REQUIRED BidTable # Files: 1	Upload File...
✓ Paper_Products_Pricing_Sheet_(BT-02HR).xlsx	⬇ ⬆

Submit & Finalize

- ❑ Check off *"I understand that I can't change any of the submission details or documents once the project closes."* box and click on the **"Submit & Finalize My Submission"** button.

Step 2: Submit & Finalize

☒ I understand that I can't change any of the submission details or documents once the project closes.

SUBMIT & FINALIZE MY SUBMISSION

- ❑ CONGRATULATIONS on completing your Submission! You will now be directed to the **Submission Receipt**

Post Submission Resources

- [Can I revise my submission?](#)
- [How do I find my submission confirmation?](#)
- [Finding Award Information](#)